



Western Nevada College

Office of the Vice President, Finance & Administration

Please follow the outlined process below:

1. ALL Contracts start with Shannon Covey (Finance Office), by emailing all agreement correspondence to shannon.covey@wnc.edu. Please allow at least two weeks for legal review and edits.
2. To expedite processing, make sure your Supervisor/Director has reviewed and approved this agreement before sending it to Shannon.
3. Examples of contracts that need to be routed through the Office of the VPFA include: Contracts, Agreements, Leases, Rental Agreements, Letter of Memorandum of Intent, Letter of Memorandum of Agreement, Letter of Memorandum of Understanding, Grant Applications or Grant Agreements.
4. To be valid, the agreement must state that it is entered into by the **BOARD OF REGENTS OF THE NEVADA SYSTEM OF HIGHER EDUCATION, on behalf of Western Nevada College**. Similarly, the signature block should also read: THE BOARD OF REGENTS OF THE NEVADA SYSTEM OF HIGHER EDUCATION, on behalf of Western Nevada College By: _____ J. Kyle Dalpe, President.
5. Please make sure every contract agreement states our full legal name, otherwise it will get kicked back to be corrected before moving forward in the process.
6. When emailing the contract correspondence to Shannon, make sure you include the account worktag paying for any fees (if applicable) and cc your Supervisor/Director.
7. ALL contracts must be reviewed by our NSHE General Counsel prior to any signatures or commitments. Some edits may be necessary per the request of General Counsel and you may need to have your vendor make those corrections before we proceed.
8. Signatures are obtained by Shannon only after the General Counsel has approved of the contract/MOU/agreement.
9. Once all signatures are obtained, Shannon will email the contract agreement back to you to obtain the remaining signatures (if applicable) from the contracting vendor.
10. A fully executed contract agreement must be on file in the VPFA's office **prior** to the effective date of the contract.
11. Any exceptions require the written approval of President Dalpe or his designee.
12. You can find frequently asked questions, checklists, sample contracts and templates on our Contracts website at <https://wnc.edu/president/contracts.php>.
13. **As a reminder, the only signature allowed on WNC contracts/MOU's/agreements is the President, unless expressly delegated by the President for a specific purpose or timeframe.**

Please feel free to reach out to Shannon Covey directly at ext. 4468 or by email if you have any questions or are unsure about any part of the Contract Process.